

	Portales Police Department Standard Operating Procedure & Policy	SOP #	118.01
		Date Revised:	
		ADM. #	18.01
1700 N. Boston St. Portales NM, 88130	Contract Services	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

Police services are at times requested for special events throughout the year in the City of Portales jurisdiction. Special events may include but are not limited to sporting events, parades, gatherings, marches, concerts, and political conventions.

A. Procedures

1. The Patrol Commander or his designee is responsible for coordinating the number of officers present at the function and their duties.
2. It is the responsibility of the individual coordinating the event to develop a written plan that establishes at a minimum:
 - a. Use of special operations personnel, if needed;
 - b. Necessary equipment available;
 - c. Designation of a single person or position as supervisor and coordinator for the coverage of a given event;
 - d. Written estimate of traffic, crowd control and crime problems expected for any given event;
 - e. Logistical requirements;
 - f. Coordination inside and outside the agency; and
 - g. A contingency plan for traffic direction and control, which should include, if applicable:
 - i. Entry and exit of vehicular and pedestrian traffic;
 - ii. Adequate parking facilities;

- iii. Spectator control;
- iv. Public transportation;
- v. Relief of officer assigned to point traffic control;
- vi. Emergency vehicle access;
- vii. Alternate routes for through traffic;
- viii. Use of temporary traffic control devices;
- ix. News media access.
- x. Ensure all permits are acquired

B. After-event report

1. The supervisor coordinating the event will complete an after-event report, when requested. The report will detail any problems encountered during the event and resolutions or changes that should be considered before the next event.
2. A copy of the after-event report should be forwarded through the chain of command.

- C. Officers will submit hours worked on their payroll sheet, which will be approved by a supervisor. The Executive Assistant will be responsible for documenting who is responsible for payment. All officers will be paid at their regular or overtime rate of pay depending on the amount of hours worked during the pay period.

II. Law Enforcement Services for Private Entities

- A. A written contract will need to be completed prior to commencement of the event. The contract will have the following at minimum:

1. A detailed description of the specific service(s) to be provided including but not limited to the following:
 - a. Dates and Time
 - b. Manpower needed
 - c. Arrangement for the use of equipment and facilities
 - d. What Officers are needed for, etc;
2. Financial terms of contract;
3. Records to maintained by the agency, i.e. timesheets, reports, etc;

4. Duration, modification and termination of contract;
 5. Liability issues;
 6. The stipulation that supervision and control of agency personnel will remain with the Portales Police Department;
- B. All contracts will need to be approved by the Chief of Police, City Manager and the City Attorney prior to taking part in the event. A copy of the contract will remain in the Chief of Police's office and the original will be forwarded to City Hall.